16 October 1985

MEMORANDUM FOR: Curriculum Committee Members

STAT   FROM:

Chairman, OTE Curriculum Committee

SUBJECT: Minutes from the 16 October Curriculum Committee
                   Meeting

1.   There was a brief discussion regarding overlap of content in
OTE courses. As a result, each member will provide a list of the
test instruments they are using in each of their courses within the
next two weeks. It was recognized that we still have an obvious
problem in overlap in certain content areas, such as utilizing group
resources and creativity. There is also awareness that some
component training is using various segments out of our management
training programs. This presents obvious problems for the
Management School. It was decided that we would ask several of the
OTE officers on rotation to the components to attend a Curriculum
Committee session to discuss the concerns about this overlap.

2.   The Committee members decided that OTE would not conduct a
needs survey for the Off-Campus Training Program. Rather, C/TSD
will prepare a paper for the ADD Steering Committee which will
request their recommendations regarding the viability of the program.
If there is a strong perceived need for the continuation of the
STAT   program, the survey put together by _____ will be used.

3.   C/MATD raised his concerns regarding fees for independent
contractors. The Committee decided that the guest lecturer fees of
$175 to $250 per day will be sustained. In those instances where
larger fees must be paid, these will be justified by the respective
units. It was also decided that OTE would not seek to standardize
fees for independent contractors. Rather, each unit will work to
obtain these services at the least possible cost. Each unit will
provide a short statement of justification for fees paid to
contractors. ADC and EXO will review to ensure that there is
consistency within the Office of Training. It was also decided that
any contract written will contain a statement that OTE must approve
any work by the contractor for other Agency components.

SUBJECT: Minutes from the 16 October Curriculum Committee Meeting

4. C/CBT presented his proposal regarding an OTE learning center. This proposal was tabled until the next session because most members had not had an opportunity to examine the proposal and to determine the precise need for a learning center in the Chamber of Commerce Building. _____ is, however, to continue his plans to occupy Room 224 and consolidate the language laboratory and CBT equipment. Currently, we plan to locate the TICKET equipment in support of the Language School and several IBM PCs.

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5. The Committee reviewed the schedule of courses for curriculum review and made some modifications. The attached schedule indicates when these courses are scheduled for review (Attachment A). ADC will provide a list of courses that the Curriculum Committee has decided will be reviewed in 1986 and will elicit DDTE and DTE's input. At the next session, the Committee will during CY1986 include these additional courses for curriculum review.

6. C/ISTD presented the results of his review of the Introduction to ADP (Attachment B). His recommendation that this course be offered as a self-study program was approved. The 63 students who are currently waiting to take the course will be advised that it is available for self-study in the Learning Center. Starting in January 1986, a commercial CBT program will be made available in the Learning Center which will provide a more intensive course in Automatic Data Processing. Students will be able to obtain credit for the course on the honor system. For those who desire credit for the course, the head of the Learning Center will provide certification that they have viewed the tapes and have completed that process. Certification of completion will be forwarded to TSD for inclusion in the Agency training record.

7. The next Curriculum Committee is scheduled for 20 November. On the agenda thus far are these items: OTE learning center and courses for curriculum review in 1986. Additional agenda items should be submitted as soon as possible by the members. A special session will be held with OTE personnel assigned to DA components.

8. Because C/Plans Group was absent, the Committee did not take up OTE's five-year goals statement. C/Plans Group will call a special session which will deal with long-range planning.

STAT

ATTACHMENTS

2

ATTACHMENT B

4 October 1985

STAT

MEMORANDUM FOR:

Assistant Director of Training for Curriculum

STAT

FROM:

Chief, ISTD

SUBJECT: Introduction to ADP Course

1.   A review of basic automated data processing
information available in a self-study mode was undertaken in
August, 1985.   The purpose of this review was to identify ways
that the Introduction to ADP (IADP) course could be obtained
outside the classroom.   Our premise was that if there is
appropriate IADP self-study material available, then
traditional classroom instruction is not an essential offering.

2.   The review identified videotapes available in the
Learning Center at Headquarters as well as CBT materials which
could be purchased from commercial vendors when PC's are
installed in the Learning Center.   Classroom courses sponsored
by OPM and USDA were also noted.

3.   Since we found the quality, variety, and accessibility
of the self-study materials to be quite adequate, we decided to
withdraw the IADP course from the FY86 classroom schedule.

4.   In so doing, we are sending each of the applicants in
the queue a copy of the TSD Notes to Training Officers, (please
see Attachment 1), which references IADP materials in the
Learning Center.   It should be noted that as of 29 August 1985,
the IADP queue consisted of 33 applicants from OIT, 24 from
IMS, Logistics, and Finance, and 7 from OTS, OCR, and OP.

5.   A more complete list of ways to obtain basic ADP
information is presente in Attachment 2.

SUBJECT: Introduction to ADP Course

6.   Also, for those employees who are interested, but unfamiliar with Agency systems, ISTD and OIT have discussed collaborating on a one to two hour briefing which could be offered twice a year.

7.   In sum, it seems that the opportunities outside an ISTD classroom for acquiring introductory ADP information are sufficient to meet the needs of virtually all of our potential consumers in the immediate future.

STAT

2 Attachments
  1. Info for Notes to TOs
  2. Available ADP Info

2
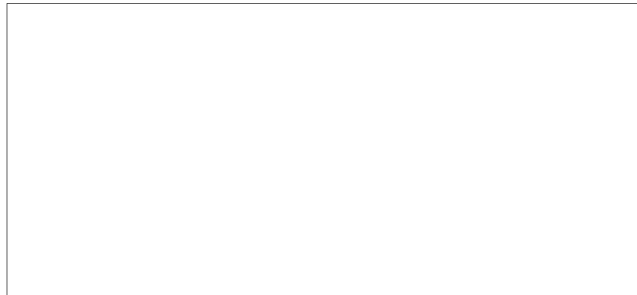
Information About IADP Course to be Included in
TSD "Notes to Training Officers"

The Introduction to ADP course will not be part of the
FY86 classroom schedule.

Basic information about automated data processing may be
obtained in the Headquarters Self-Study Center, GF-39. Video
Material from DELTAK includes a series entitled "Understanding
Data Processing." This 6-part series covers Information
Processing, The Computer System, Information Systems, Data Base
and Distributed Systems, Data Communications and On-Line
Systems, and The Data Processing Interface. The DELTAK Journal
includes topics on Human Dimension of Automation, Problems and
Challenges for the Office, Environment Design in the Automated
Office, and Manager in the Automated Office. Also available in
the Self Study-Center is a book by Shelly & Cashman entitled
Introduction to Computer and Data Processing.

ATTACHMENT 1

The following list identifies 7 ways employees might obtain introductory ADP information.

1) **VIDEOS** in the Self-Study Center (GF-39):

DELTAK
Understanding Data Processing, a 6 Course Series:

Information Processing
The Computer System
Information Systems
Data Base and Distributed Systems
Data Communications and On-Line Systems
The Data Processing Interface

DELTAK JOURNAL

Human Dimension of Automation
Problems and Challenges for the Office
Environment Design in the Automated Office
Manager in the Automated Office

2) **BOOKS** (Available in the Agency's Self-Study Center):

Introduction to Computer and Data Processing, Shelly & Cashman, 1980.

3) **COMMERCIAL CBT COURSES** (MAINFRAME):

	TITLE	VENDOR
	Basic Computer Concepts	The Courseware Developers
	Intro to DP for End Users	CRWTH
	Computer Literacy	DP Education Corporation
*	DP Concepts	DP Education Corporation
	DP Concepts	Computer Systems Research
	Intro to DP	ASI
*	Developing DP Skills for End Users	CRWTH
.	Data Communications for End Users	CRWTH

*Reviewed & recommended for purchase by CBTG (memorandum, 12 October 1984).

ATTACHMENT 2

4) **COMMERCIAL CBT COURSES (PC)** (MAY BE OBTAINED FROM):

ASI
2340 S. Arlington Heights Rd.
Arlington Heights, IL 60007
(800)238-2625

Computer Systems Research (CSR)
40 Darling Drive
Avon Park South
Avon, CT. 06001
(203)678-1212

The Courseware Developers, Inc.
1075 Tolland Turnpike
Manchester, CT. 06040
(203)646-4105

CRWTH Computer Coursewares
6134 Wilshire Blvd., Suite 200
Santa Monica, CA 90401
(800)282-2372

Data Processing Educational Corporation (DP Ed)
4588 Kenny Road
Columbus, OH 43220
(614)457-0577

Federal Sales Consultant
McGraw-Hill Book Company
Training Systems Division
PO Box 451
Hightstown, NJ 08520
(609)799-9634

The Institute for Professional Education
1515 North Court House Road
Suite 303
Arlington, Va. 22201
(703)527-8700

5) **USDA Courses**:

Introduction to Data Processing
Basic Concepts of Data Processing
Introduction to Microcomputers
Teleprocessing and Data communications
Introduction to IBM PC

6) **OPM Courses**:

> ADP Systems Analysis for Managers
> Executive Seminar in ADP & Information Technology
> Management Introduction to ADP
> Management Orientation to Office Automation
> Design of Office Information Systems
> Implementing Office Automation
> Integration Office Operations with Information Technology
> Introduction to Office Automation
> Management Skills for the Automated Office
> Office Automation Requirements Analysis
> People: Key Factor in Office Automation
> Computer Literacy for Managers and Supervisors
> Conducting a Teleconference
> Electronic Mail: Techniques and Applications
> Micrographics in Automated Information Systems
> Seminar on Microcomputers
> Seminar on Minicomputers
> Introduction to ADP Systems Analysis

> To Apply to OPM:
> Office of Personnel Management
> Office Systems Management Institute
> PO Box 7230
> Washington, D.C. 20044
> (202)632-4184

7) **EXTERNAL TRAINING** (University of Virginia):

> COMM 320 Introduction to Business Information Processing (3) (Off Campus Program)
>
> COMM 427 Analysis and Design of Management Information Systems (Off Campus Program)